



ALSTON MOOR FEDERATION

Samuel Kings School BTEC Assessment Policy

Aim

1. To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
2. To ensure that the assessment procedure is open, fair and free from bias and to national standards
3. To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, Samuel Kings School will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Produce a clear and accurate assessment plan at the start of the programme/academic year
- Provide clear, published dates for handout of assignments and deadlines for assessment
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure assessment practices meet current BTEC assessment requirements and guidance
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for standards verification/external examination as required by the awarding organisation
- Monitor standards verification/external examination reports and undertake any remedial action required
- Share good assessment practice between all BTEC programme teams
- Ensure that BTEC assessment methodology and the role of the assessor are understood by all BTEC staff
- Provide resources to ensure that assessment can be performed accurately and appropriately
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Approval Centre Agreement

Helpful Links

More information can be found in our BTEC handbook along with:

Pearson Qualification Subject pages found on Edexcel online

BTEC Centre Guide to Internal Assessment

<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/BTEC-Centre-Guide-to-Internal-Assessment.pdf>

Assessment and verification templates found on our teacher drive in the file BTEC 2020.

Samuel Kings School Procedures for:

- Assessment

Staff recognise that students are entitled to;

- Fair and open assessment practices
- An appropriate assignment brief indicating the criteria against which they will be assessed
- Regular feedback and advice
- Access to an open and fair appeals procedure
- Recognition of prior learning; such as when moving school learner evidence is checked before accreditation or when leaving SKS, learner registration is valid for 5 years and should not be removed from the online system without reasonable certainty that the option of future study has been ruled out.
- Prior learning is also assessed during options meetings when we look over pupils previous qualifications and decide if the course is the best fit for them and is not repeating previous courses they have taken part in. We also look to the future and the career path they intend to take/possible

- Resubmission/ retakes (as appropriate)

Because every assignment contributes towards the final qualification grade, learners may be eligible for one resubmission of evidence for each assignment submitted.

Your Lead Internal Verifier can authorise a resubmission which ensures any resubmissions are fairly and consistently implemented for all learners.

When can a Lead Internal Verifier authorise a resubmission?

The Lead Internal Verifier can only authorise a resubmission if all the following conditions are met:

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- The learner has correctly authenticated the evidence
- The Assessor judges that the learner will be able to produce improved evidence without further guidance
- The Assessor has authenticated the evidence submitted for assessment

What if a learner does not meet all the conditions?

If a learner has not met these conditions, the Lead Internal Verifier must not authorise a resubmission.

If the Lead Internal Verifier does authorise a resubmission, it must:

- be recorded on the assessment record
- state a deadline for resubmission within 15 working days* of the learner receiving** the results of the assessment

- be undertaken by the learner with no further guidance.

* 15 working days must be within term time, in the same academic year as the original submission and must not fall over a holiday period. If learners are studying part time, this is the equivalent of 15 days of "study time" to ensure all learners are treated fairly.

** Feedback must be received by learners close to the assessment date. It is not permissible for Assessors to retain the feedback until the following term for example, just before a resubmission week or at the end of the year once the learner's overall achievement for the qualification is known.

- Assignment design / assignment brief

The assessor/unit teacher will write an assignment brief or use an Edexcel provided one.

The IV will check the assignment is fit for purpose using the internal verification of assignment brief form provided by Edexcel.

The IV will suggest remedial action, if any, is needed before the brief is issued.

Assessor and IV will confirm actions have been met.

Brief will be signed and dated by the IV and assessor before it is issued to students.

Pearson briefs can be used but it is the role of the IV to check they are fit for purpose. My BTEC is recommended as a useful resource to help check any teacher written briefs are fit for purpose.

- Assessment plans

Staff are required to record student grades on a grade tracking sheet when assessments are completed. The assessment plan is written before pupil learning has begun and is signed off by the lead IV. Staff are required to keep a back up copy and also a hard copy of results. Unit results are eventually given to Pat Sharples who enters them onto Edexcel online system. Assessment records are stored in the School storage area for a minimum of 3 years.

Monitoring Arrangements

This policy will be reviewed annually by the Governing Board.

Version Control	
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